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TO : Deputy Director (Administration)
FROM : Chief, Organization & Methods Service
SUBJECT: Workload Statistics for Office of Inspection and Security (IAS)

10/31/52 T / O	CEILING	ON DUTY	IN PROCESS	VACANCIES	
<div></div>			29	7	25X1A9A

In certain offices of IAS, such as those concerned with policy, security guidance, and the offices of the chiefs of the divisions, statistics re workload and backlog would be infeasible to obtain and meaningless. For a discussion of the work of these and other offices of IAS see the IAS Memorandum to DD/A dated 10/27/52. For those offices whose workload can be indicated by statistics, the figures are set forth below.

SECURITY DIVISION

Clearance and Other Investigations

Note: The below cases are all overt and semi-covert. Security Division (SD) handles all aspects of them except for the field investigative work which is done by the Special Security Division.

	<u>July</u>	<u>Aug.</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>
<u>Applicant-Cases</u>					
On Hand, 1st of Month	1387	1343	1303	1502	1736
Received During Month	646	644	775	758	577
Processed During Month	690	684	576	686	568
On Hand, End of Month	1343	1303	1502	1574	1745
<u>Other Clearance Cases</u>					
On Hand, 1st of Month	786	837	722	727	845
Received During Month	566	427	457	547	381
Processed During Month	515	542	452	437	356
On Hand, End of Month	837	722	727	845	871

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Security InformationCASES PENDING AS OF 4 DECEMBER 1952

Applicant Cases	1814
Other clearance cases	995
Name checks pending	782
Indices checks pending	410

OTHER WORK OF SD, HANDLED AS RECEIVED

Certifications to State Dept.	40 per month average
Security concurrences on transfers	100 per month average
Name checks for other gov't. agencies	1,700 per month average
Interviews	307 per month average
*Polygraph cases	535 per month average

*The average backlog on polygraph cases is represented by an elapsed time of two days between the request and the interview. This would be a continuing backlog of about 60 cases. Though this backlog is comparatively not too great, it is important that it be removed so people entering on duty can be polygraphed with a minimum of delay. Furthermore additional people are



and three are undergoing on-the-job training. It takes about six months to train and develop an efficient operator.

MISCELLANEOUS WORKLOAD INFORMATION

Reference index carding of files is backlogged to Oct. 1951.
Miscellaneous material awaiting carding goes back to Feb. 1951.
The files have not been purged since 1946.
Six per cent of the time of the Personal Security Branch is spent in serving other government agencies.

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In the office of the chief of Special Security Division (SSD) it is not possible to fully measure the work by figures that mean anything. However, as an example of the work load the two agents now working there have 93 assignments of various types and degrees and in addition see on the average about 40 people a day.

Special Referral BranchPending Cases

CE checks *	1532
Name checks for outside agencies	496
Other special investigations	<u>93</u>

TOTAL PENDING CASES

2121

*247 of these have been pending over 90 days

Operations BranchPending Cases as of 30 Nov. 1952

To go to field for investigation	152
Requiring review, summary writing, and evaluation	224

Cases to be Processed 585
(of these 289 are over 2 weeks old)

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Security InformationField - SSDClearance and other Investigations

	<u>July</u>	<u>Aug.</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>
On hand, 1st of month	1527	1608	1749	1927	1934
Received during month	805	967	889	906	710
Processed during month	724	826	711	899	931
On hand, end of month	1608	1749	1927	1934	1713
Pending for over 90 days	352	272	333	425	348

No. of Agents to conduct
Field Investigations

Note: The above cases are all covert. In addition to them, SSD handles all the field investigations work on the overt and semi-covert cases of SD.

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All Types of Cases(Investigations & others)

	<u>July</u>	<u>Aug.</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>
On hand, 1st of month	3077	3079	3428	3949	4037
Received during month	1925	2326	2224	2272	1607
Completed during month	1923	1965	1703	2184	1973
Pending at end of month	3079	3428	3949	4037	3671

The present volume of cases is so great that a case usually won't be reached for action before two weeks after its receipt in I&S. Also, for the same reason, the work per case is at a minimum. When and if the volume of cases eases off then each case can be given more time and be handled with the research and thoroughness which it should have and which is not possible at present. Fewer cases will not lessen the immediate need for more people.

In security clearance and other investigations I&S has made use of contractual services and other investigative agencies as much as possible. Now following its own feelings and the recommendations of the Report it is trying to cut back on these outside services and do as much of the work as possible with its own people. As ~~and if~~ the applicant case load lessens and the back log begins to be eaten away, these outside services will gradually be cut to a minimum. It is not anticipated that this will occur within the next year.

25X1A9A

In addition to investigations for overt, semi-covert, and covert clearances, military personnel clearances, and miscellaneous other clearance investigations, I&S estimates there are people on duty who have not had a full and complete security investigation. With the requested and the above regular investigations, it is anticipated that only 300 of these re-investigations can be made during the next year. If clearance requests are reduced to 1000 per year, the number of re-investigations can be increased to 1000.

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then I&S will be able to do more of these re-investigations.

INSPECTION DIVISION

The past and proposed activities of the Inspection Division are set forth in the Memo to the DD/A dated 10/27/52. The current work load doesn't lend itself to statistical presentation. The additional personnel requested for this division are to carry out the recommendations of the [] Report for inspections of overseas installations.

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ADMINISTRATION AND TRAINING STAFF

The administrative work cannot be accurately described by figures. It is well set forth in aforesaid Memo of 10/27/52.

Some facts re Training are as follows:

I&S employees trained since 1 Feb. 1952
I&S employees expected to be trained, Jan-June 1953
Instructors(part time only;no full time instructors)



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Courses planned, Jan-June 1953:

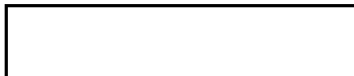
Investigators course
Advanced training for Security Officers
Special indoctrinations
Advanced in-service training for field investigators
Special technical training courses
Indoctrination of clerical personnel

SECURITY RESEARCH STAFF

The six professionals presently on duty each have a current case load of 15-20 cases. In addition there are approximately 150 cases awaiting action.

This staff is also working on the [] project, which work includes planning, recruitment, equipping and training teams, and coordination with the area divisions.

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The work of this Staff includes on an average each month:

Letters to outside Agencies	50
Memoranda to CIA offices	150
Conferences	150

SECURITY CONTROL STAFF

The guidance and information support which this Staff furnishes cannot be measured meaningfully by figures. See the Memo to DD/A dated 10/27/52 for a description of its activities.

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DISAPPROVALS FOR THE MONTH OF DECEMBER 1952

6,748
17,327
77,905
79,073
79,521
79,814
80,105
80,355
80,384
80,500
83,216

TOTAL

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Colonel Edwards

SPECIAL SECURITY INFORMATION
MONTHLY REPORT OF OPERATIONS

December 1952

CHARACTER OF CASE	ON HAND FIRST OF MONTH	RECEIVED	TOTAL FOR PROCESSING	CLEARANCES ISSUED	DISAPPROVALS	TOTAL COMPLETED	PENDING END OF MONTH
CLEARANCE CASES							
Security	223	134	357	126	3	129	228
Operational	717	364	1081	228	1	229	852
Project	773	565	1338	517	8	525	813
TOTAL COVERT CLEARANCES	1713	1063	2776	871	12	883	1893
	128	xx	xx	xx	xx	87	96
	27	xx	xx	xx	xx	16	22
	1026	xx	xx	xx	xx	513	969
TOTAL OPEN & SEMI-COVERT	1238	494	1732	xx	xx	616	1116
TOTAL CLEARANCE CASES	2951	1557	4508	871	12	1499	3009
MISCELLANEOUS CASES							
Overt N/C's	525	380	905	271	xx	271	634
Covert N/C's	104	70	174	59	xx	59	115
TOTAL INFORMATION N/C's	629	450	1079	330	xx	330	749
Operational Support	32	38	70	29	xx	29	41
Special Inquiry	59	46	105	38	1	39	66
TOTAL OS/SI	91	84	175	67	1	68	107
TOTAL MISCELLANEOUS	720	534	1254	397	1	398	856

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DISAPPROVALS FOR THE MONTH OF DECEMBER 1952

79,270
78,968
81,560
3,567
51,705
69,654
77,928
78,835
56,469
78,028
79,718
79,686
78,924

TOTAL

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PRODUCTION REPORT FOR DECEMBER 1952

1. Overt and Semi-Covert Applicant Type Cases

a. Cases on hand at 1st of Month:

Being investigated:	<u>1241</u>	
In process in Security Division	<u>504</u>	
Total		1745

b. Cases opened during the Month:

431

c. Total Cases on Hand and Opened:

2176

d. Cases Handled During the Month:

Approvals	308	
Disapprovals	33	
Closed before Completion	<u>132</u>	
Total		473

e. Cases on hand at End of Month:

In process of Investigation at 1st of Month	1241	
Submitted for Investigation during Month	<u>475</u>	
		1716

Investigation Completed	585	
Recalled from Investigation	<u>60</u>	
		-645

In process of Investigation at End of Month	1071	
In process in Security Division at End of Month	<u>632</u>	
Total on Hand at End of Month		1703

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Number pending at beginning of month	618
Number received during month	222
Number completed during month	187
Number pending at end of month	653

3.

Number pending beginning of month	35
Number received during month	64
Number completed during month	51
Number pending	48

4. Top Secret Control Officer Appointment Clearances

Number pending beginning of month	0
Number received during month	40
Number closed during month	40
Number pending	0

5. Classified Contract Clearances

Number pending at beginning of month	218
Number received during month	106
Number closed during month	52
Number pending	272

6. Miscellaneous Information

	585
	223
	88
	68

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Average number of calendar days these cases were in process in SD	20
7. Limited Security Clearances through Secret issued	26
8. Number of Provisional Clearances issued during month for personnel to be assigned to unclassified duties	142
9. Number of Exit Interviews conducted and interviews with employees leaving Washington, D. C. having a temporary break in actual employment, or returning from overseas duty	198
10. Number of files reviewed for agents of other Government agencies	95
11. Number of requests for name checks by other Government agencies	1605
12. Number of special interviews conducted	6

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SECURITY DIVISION
SUPPLEMENTAL PRODUCTION REPORT FOR THE MONTH OF DEC. 1952

	<u>All Cases</u>	<u>"T.O." Type Cases</u>
Cases pending at beginning of month	1745	1328
Plus: Cases opened during month (Does not include cases sent from Personnel after 23 December, which cases have not been received).	<u>431</u>	<u>300</u>
	2176	1628
Less: Cases closed during month*	<u>473</u>	<u>364</u>
----- Cases pending at end of month	1703	1264

*Breakdown of cases closed during the month -

Number of full approvals	308	257
Number of disapprovals	33	30
Number closed before completion	<u>132</u>	<u>77</u>
	473	364

Breakdown of all types of approvals during month on "T.O." Type Cases

	<u>"T.O." Type TOTAL</u>	<u>Number Permitting E. O. D.</u>
Provisional clearance for unclassified duties	129	129
Limited clearance through Secret	26	0
Full security clearances	<u>257</u>	<u>147</u>
	412	276

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PHYSICAL SECURITY INSPECTIONS FOR DECEMBER 1952

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<u>Office</u>	<u>Number of Inspections Made</u>	<u>Remarks</u>
Office of the Director	2	1 Building
Office of Deputy Director, CIA	2	1 Building
Office of Deputy Director (Plans)	2	1 Building
Office of Deputy Director (Intelligence)	2	1 Building
Office of Deputy Director (Administration)	2	1 Building
Office of Inspector General	2	1 Building
ONE	1	1 Building
OSI	1	1 Building
ORR	2	4 Buildings
OIC	1	1 Building
OCI	0	2 Buildings
OCD	2	4 Buildings
O-O	1	4 Buildings
Deputy Director (Plans) (OSO/OPC)	4	5 Buildings
Communications	1	2 Buildings
TSS	0	2 Buildings
Administrative Staff (Special)	1	1 Building
Training	3	5 Buildings
I&SO	1	2 Buildings
DD/A - (Subordinate Offices)		
General Services	4	5 Buildings
Comptroller's Office	1	2 Buildings
General Counsel	1	2 Buildings
Medical Office	1	1 Building
Personnel Office	2	2 Buildings
Procurement and Supply Office	0	2 Buildings
Audit Office	1	1 Building
GPO	0	3 Buildings

TOTAL

40

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OFFICE	PHYSICAL SECURITY VIOLATIONS FOR DECEMBER 1952				NUMBER OF SAFES & VAULTS
	EXPOSED TOP SECRET	CLASSIFIED MATERIAL SECRET & CONF.	OPEN SAFES	TOTAL VIOLATIONS	
Office of Director	0	0	0	0	8
Office, Depy. Dir., CIA	0	0	0	0	
Office, Depy. Dir. (Plans)	0	0	0	0	
Office, Depy. Dir. (Intell.)	0	0	0	0	
Office, Depy. Dir. (Admin.)	1	1	0	2	
Office, Inspector General	0	0	0	0	
ONE	0	0	0	0	9
OSI	0	0	1	1	113
ORR	0	1	1	2	340
OIC	0	0	0	0	8
OCI	1	1	1	3*	223
OOD	0	0	2	2	455
O-O	0	0	2	2	312
Depy. Dir. (Plans) OSO/OPC	0	11	14	25	1,221
Communications	0	0	2	2	
TSS	0	0	0	0	
Administrative Staff (Special)	0	0	0	0	0
Training	0	0	1	1	
I&SO	0	0	0	0	
DD/A (Subordinate Offices)					505
General Services	0	1	0	1	
Comptroller's Office	0	0	0	0	
General Counsel	0	0	0	0	
Medical Office	0	0	1	1	
Personnel Office	0	1	1	2	
Procurement & Supply	0	0	0	0	
Audit Office	0	0	0	0	
GPO	0	0	0	0	

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STATUS OF COVERT CLEARANCE CASES -MONTH OF DECEMBER 1952

REQUESTS FOR COVERT CLEARANCES ON HAND AT 1st OF MONTH

Security Clearance	223
Operational Clearance	717
Project	<u>773</u>
Total	1,713

COVERT CLEARANCE REQUESTS RECEIVED DURING MONTH

Security Clearance	134
Operational Clearance	364
Project	<u>565</u>
Total	1,063

TOTAL FOR PROCESSING 2,776

CLEARANCES ISSUED DURING MONTH

Security Clearance	126
Operational Clearance	228
Project	<u>517</u>
Total	871

DISAPPROVALS DURING MONTH

Security Clearance	3
Operational Clearance	1
Project	<u>8</u>
Total	12

TOTAL CASES COMPLETED 883

CASES PENDING END OF MONTH

Security Clearance	228
Operational Clearance	852
Project	<u>813</u>

TOTAL CASES ON HAND LAST OF MONTH 1,893

PENDING CASES ON HAND OVER 90 DAYS OLD 416

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